



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 11, 2021

ADDENDUM # 1

Bid Number: 50-00133483

Receipt Date: March 16, 2021

Description of Bid: Two (2) year contract to provide a fully functional digital cloud based/online auctioneering services for various Jefferson Parish owned equipment for Jefferson Parish Department of General Services Surplus Division

Questions and Answers:

Question:

The first bullet point under Section 6.0 references "Provide...transportation." What transportation might be required of the contractor under the contract and transportation of what, from where to where and performing what tasks?

Answer:

Any transportation needed for the vendor to attend meetings, visit Jefferson Parish facilities, etc. as it relates to performing all tasks and satisfy all responsibilities which are described in the bid specifications.

Question:

The first bullet point under Section 6.0 refers to "transportation." What transportation might required under this contract, and if so, for what assets and from and to what locations.

Answer:

Any transportation needed for the vendor to attend meetings, visit Jefferson Parish facilities, etc., as it relates to performing all tasks and satisfy all responsibilities which are described in the bid specifications.

Question:

Under the Comprehensive Automobile Liability, reference is made to "an automobile insurance declaration affidavit. Where might a proposer such an affidavit? Does Jefferson Parish have such an affidavit form or wording? If not, where might be obtained?

Answer: Comprehensive Automobile Liability insurance is required for this contract. The vendor awarded the contract will attend meetings on Parish property and visit Jefferson Parish facilities, etc. therefore, Comprehensive Automobile Liability insurance is required. Under Comprehensive Automobile Liability, company vehicles are referenced but if company vehicles will not be utilized for this contract, Comprehensive Automobile Liability insurance for personal vehicles must be submitted with bid.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Question:

Is there any real estate planned to be auctioned off in the future?

Answer: Real Estate will not be auctioned in this bid.

Question:

From discussion at the pre-bid meeting, it is our understanding that respondents are discouraged from providing narrative content in addition to the RFB's required documentation. Without prospective vendors providing insight into their respective platforms, service, and best practices, how does Jefferson Parish plan to vet responses to ensure respondents are in fact in compliance with the Parish's required specifications? Does the Parish intend to hold interviews or request proof of compliance during the stated 45-day evaluation window?

Answer:

Vendor shall meet all requirements as described in the bid specifications. If at any time during the contract the vendor fails to provide scope, deliverables, etc., Jefferson Parish will cancel the contract.

REVISIONS:

The revisions to the specifications are indicated in red.

Section 6.0 – Specifications: FULLY FUNCTIONAL DIGITAL CLOUD BASED/ON-LINE AUCTIONEERING SERVICES

Auctioneering Company shall supply/provide the following:

- Provide all labor, materials, equipment, transportation, computer hardware, software, programing, written literature, peripherals, servers and all other products and information required to provide a fully functional digital cloud based/on-line auctioneering service to allow for the sale of various types of vehicles, equipment, office furniture, sporting goods, computers and other miscellaneous Jefferson Parish owned property.
- 24 hours a day, 7 days a week, 365 days a year on-line bidding.
- System shall be capable of adding, withdrawing, and cancelling auctions without penalty to Jefferson Parish.
- Security system, anti-virus, and firewalls capable of preventing hacking of auction information.
- The vendor shall operate its own proprietary auction platform for this contract.
- Jefferson Parish will not pay for any cost associated for chargebacks and buyer fraud that may occur. The vendor must accept responsibility for chargebacks and buyer fraud that may occur.
- A technical resource to support the Parish will all aspects of the platform. This includes troubleshooting and general support of the platform. Vendor and Parish will agree upon reason Service Level Agreement (Time it takes a vendor to resolve a trouble ticket) for outages and trouble ticket resolution.
- Any data requested by the Parish in a readable format. Vendor will securely retain data on behalf of the Parish in accordance with Parish retention policies.
- Standard Operating Procedures to include but not limited to the following:
 - Recovery of lost data
 - Security breaches
 - System failure
- On Site and on-line training and support of Jefferson Parish employees throughout the contract for the operation and maintenance of the services.
- Website shall be capable of loading and removing auction items at any time which best suits the needs of Jefferson Parish.
- Monthly detailed financial and summary reports of all transaction to Jefferson Parish.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

- Provide and absorb all costs of securing a host facility to operate the web-based/on-line auction system.
- System for collecting and processing payments from bidders that meets Payment Card Industry (PCI) data security standards to ensure companies process store or transmit credit card information securely. Jefferson Parish will not collect, process or retain payment information of any kind.
- Provide training to Jefferson Parish staff as needed.
- System for setting reserve pricing (minimum price) on items.
- Auctioneer agrees to accept electronic payments, cash, or wire transfers.

Section 6.0 – Specifications: FULLY FUNCTIONAL DIGITAL CLOUD BASED/ON-LINE AUCTIONEERING SERVICES

Continued:

- All bid award payments must be collected by the auctioneer firm within three (3) days of the close of each auction.
- All maintenance, upgrades and security patches to the hardware, software, servers, peripherals, etc. for the length of the contract.
- All support and maintenance shall be available via email, on-line and by telephone as needed to operate the auction site throughout the contract.
- Immediate notification of any cyber incident that could impact this service, including the data collected on behalf of the Parish.
- Maintenance and support shall be available Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. central standard time.
- Simple and uniform methods for bidders to submit bids and have the highest bid price to date posted on the bidding site for all bidders to view.
- Provide Jefferson Parish fair market value/cost of all items before items are placed out for bidding.
- Displaying date and time the bid will end.
- Internal method of recording all bids, identifying the winning bidder, and the second highest bidder.
- Internal method of processing complaints or disputes for bidding and payments.
- Jefferson Parish will not pay for freight or shipping on any items sold.
- Winning bidder of each item will have seven (7) working days to retrieve their items.
- After the seventh (7th) day the item becomes property of Jefferson Parish and the bidder relinquishes all rights and payments of the item.
- Jefferson Parish will not pay for any title transfer charges.
- All items will be sold as is where is.
- Appropriate staff to perform successful on-line auctions.
- Responsible for the collection of payment of all items sold.
- At the 1st of each month, provide a “monthly report” in Microsoft Excel containing the following information:
 - Description of each item sold.
 - Price of each item sold.
 - Date of each item sold.
 - Reserve price of each item sold.
 - Plus, or minus of awarded bid price for each item sold compared to the reserve cost.
 - Date each item sold was placed out for auction.
 - Duration of time each item was placed out for auction.
 - Second highest bid on each item.
 - Name and country of origin on winning bidder and second highest bidder for each item.
 - Description and length of time each un-sold item has been listed on the auction site.
 - Total amount of all awarded bids for the month.
 - Total amount of all items still out for auction.
- Jefferson Parish shall set the final reserve pricing (minimum price) on all items.
- A Microsoft Excel spreadsheet (collection tool) for loading assets to the web site.
- Recommendations on items that have not sold after 60 days.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Section 6.0 – Specifications: FULLY FUNCTIONAL DIGITAL CLOUD BASED/ON-LINE AUCTIONEERING SERVICES

Continued:

- Instructions and assistance on how to perform the following:
 - Insert descriptions and photographs of items on the site.
 - Payments from bidders are accepted.
 - Jefferson Parish will receive payments.
 - Items will be picked up from Jefferson Parish.

Section 6.1- Promotion and Advertising:

Auctioneering company shall perform and/or provide the following:

- Auctioneering firm shall provide monthly advertising of the availability of all items being auctioned at a minimum of once a month.
- All advertising shall be able to attract a minimum of fifty-thousand viewers at any time.
- For items valued at \$4,000.00 or greater the successful bidder shall provide a marketing team to contact potential bidders who has shown expressed interest in specific items.
- Throughout the duration of the contract, the vendor must demonstrate its ability to drive higher auction sales results. The vendor shall use marketing plans, website traffic statistics, and recent sale comparison data. Vendor shall provide a monthly report (due on the 15th on each month) which details all efforts made.

THE BID OPENING DUE DATE WILL REMAIN THE SAME, MARCH 16, 2021 AT 2:00 P.M.

Sincerely,

Daphne Nelson

Daphne Nelson
Buyer II

<p>Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.</p>
--

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET